

IT CONSULTING MSA 5167010 APPLICATION

July 09, 2018

(This version supersedes all previous IT MSA Applications)

- Contact: DGSITConsultingMSA@dgs.ca.gov
- IT Consulting MSA 5167010 Website:
<http://www.dgs.ca.gov/pd/Programs/Leveraged/masteragreements/InformationTechnologyConsultingServices.aspx>



State of California
Department of General Services
Procurement Division
Multiple Awards Program Section
707 Third Street, 2nd Floor South
West Sacramento, CA 95605-2811

Procurement Division · Department of General Services
State of California

IT CONSULTING MASTER SERVICE AGREEMENT (MSA) APPLICATION INSTRUCTIONS

I. INTRODUCTION

The Information Technology (IT) Consulting Master Service Agreement (MSA) is a non-mandatory contracting vehicle established by Request for Proposal (RFP) 5167010 and includes a provision for an application process to add classifications and contractors after award.

Per RFP Section I.I. applicants must:

- *Meet Administrative and Technical Requirements;*
- *Commit to hourly rates equal to or lower than the lowest hourly rate awarded for each classification within the earned tier; and*
- *Agree to all DGS terms and conditions without change.*

At its sole discretion, the State may open the application process at various intervals throughout the term of the IT Consulting MSA 5167010. Any future opportunities available through the application process will be posted at: <https://caleprocure.ca.gov>.

DGS-PD recommends interested parties to review <https://caleprocure.ca.gov> for updates.

II. OPEN PERIOD

Beginning July 09, 2018, the State will accept a complete IT Consulting MSA application package emailed to DGSITConsultingMSA@dgs.ca.gov.

III. ELIGIBILITY

Eligible applicants include:

- New suppliers not currently awarded an IT Consulting MSA 5167010 may apply for any of the twenty-five classifications within the selected tier. This includes suppliers unsuccessful in achieving award under RFP 5167010, or previous application period(s).
- Existing IT Consulting MSA 5167010 contractors may apply for additional classifications within their awarded tier.
- Existing IT Consulting MSA 5167010 contractors may apply for any of the twenty-five classifications in a higher tier than previously awarded, as long as all requirements set forth in this application are met, including customer references that demonstrate the applicant's performance on a contract with a dollar value within the tier selected

IV. APPLY FOR A TIER

Three tiers are available. Applicants must apply specifically for only one tier. Existing IT Consulting MSA 5167010 contractors may apply for a higher tier than previously awarded. The three tiers are as follows:

TIER	CONTRACT DOLLAR VALUE
1	≤\$1,500,000.00
2	\$1,500,000.01 to ≤ \$5,000,000.00
3	\$5,000,000.01 to ≤ \$10,000,000.00

User agencies will seek IT consulting services to meet their specific business needs from MSA holders through the Request for Offer (RFO) process. User agencies consider RFO responses and make the final selection of the contractor. Protest provisions do not apply at the RFO level.

The State has the discretion to award MSAs to contractors in the lowest qualified tier.

COMMIT TO LOWEST AWARDED HOURLY RATES

Applicants must commit to the lowest awarded rate for each classification it seeks an award. If approved, those rates are guaranteed for the individual contractor's entire MSA term as the maximum hourly rates to be charged to user agencies in accordance with the table below.

Existing IT Consulting MSA 5167010 contractors may keep their awarded rate for each classification in their previously awarded tier, but must commit to the lowest rate for each classification in the higher tier, if awarded.

COMMIT TO EQUAL TO OR LOWER THAN LOWEST AWARDED HOURLY RATES			
	Tier 1	Tier 2	Tier 3
Classification	Lowest Awarded	Lowest Awarded	Lowest Awarded
Senior Project Manager	\$95	\$89	\$110
Project Manager	\$84	\$77	\$95
Senior Technical Lead	\$72	\$77	\$90
Technical Lead	\$60	\$73	\$80
Business Solutions Analyst	\$63	\$75	\$85
Senior Programmer	\$77	\$71	\$80
Programmer	\$64	\$65	\$70
Technical Writer	\$45	\$50	\$50
Information Security Specialist	\$78	\$77	\$89
Senior Enterprise Architect	\$102	\$115	\$124
Enterprise Architect	\$93	\$100	\$109
Product Manager	\$78	\$70	\$110
Technical Architect	\$65	\$94	\$100
Interaction Designer/User Researcher/ Usability Tester	\$58	\$53	\$69
Writer/Content Designer/Content Strategist	\$45	\$55	\$59
Visual Designer	\$45	\$67	\$59
Front End Web Developer	\$55	\$65	\$65
Back End Developer	\$55	\$65	\$69
Dev Ops Engineer	\$70	\$70	\$85
Security Engineer	\$68	\$77	\$79
Delivery Manager	\$73	\$86	\$89
Agile Coach	\$65	\$85	\$90
Business Analyst	\$64	\$65	\$75
Digital Performance Analyst	\$45	\$41	\$78
Informatics Data Analyst	\$39	\$63	\$79

V. PROVIDE CUSTOMER REFERENCES

With the exception of existing MSA contractors applying for additional classifications within the same tier, applicants must submit three customer references for contract dollar value projects in the selected tier. Each reference is to:

1. Demonstrate the applicant's performance on a contract with a dollar value within the tier selected.
2. Certify that the applicant provided IT consulting services on the referenced contract within the past five years. Contract status may be completed or ongoing. For ongoing contracts, the applicant shall claim only the dollar value paid for work performed to the date of application submittal.
3. Demonstrate the applicant's experience serving as a prime contractor for at least one of the three referenced contracts.

VI. SCORING CUSTOMER REFERENCES

Each reference will be scored in accordance with the following table.

QUESTION	SCORING		POINTS POSSIBLE
Page 1	Met requirements = Pass Did not meet requirements = Fail		None
Page 2	Response		
	PASS	FAIL	
Q#1	No	Yes	None
Q#2	Yes	No	None
Q#3 (Required "Pass" for at least 1 of the 3 references)	Yes	No	None
Q#4 (Desirable)	Yes = 3 points No = 0 points		3
Q#5 (Desirable)	Yes = 2 points No = 0 points		2
Q#6	No classifications = 0 points 1-3 classifications = 1 point 4-7 classifications = 2 points		2
#7 to #13	N – Not Satisfied = 0 points S – Satisfied = 1 point V – Very satisfied = 2 points		14

Points for desirable Questions 4 and 5 are only earned and added after a reference achieves the minimum 12 points for Questions 6 to 13. Desirable points cannot be used to achieve the minimum 12 points. Application approval requires at least 2 responsive references each achieving the minimum of 12 points, for a combined minimum of 24 points.

The State will validate references via email, but may use alternative methods, including voice, electronic conferences, or in-person meetings. The State reserves the right to reject any reference it reasonably believes to have been falsified or if the referencing customer is an entity the applicant partially or wholly owns.

Applicants are responsible for staying in contact with their references to ensure prompt attention to the State's validation.

References are not required for existing MSA contractors applying for additional classifications within the same tier.

VII. **ADMINISTRATIVE REQUIREMENTS**

Certification to Do Business in the State of California

Submit the following with your application:

- If applicant is a Corporation or a Limited Liability Company, provide a California Secretary of State (SOS) certification to do business in the State of California.
- SOS certification must be approved and in "Active" status.

- Provide a copy of the Fictitious Business Name (FBN) filing from the county clerk or county recorder in the county where the business is located if “doing business as”.
 - If the dba is listed on the SOS certification, an FBN is not required.

California Civil Rights Law Certification

Pursuant to Public Contract Code section 2010, effective January 1, 2017, applicants must certify their compliance with the California Civil Rights laws and Employer Discriminatory Policies (section 51 of the Civil Code, section 12960 of the Government Code).

Applicant Declaration Form

Complete and submit the Application Declaration Form identifying:

- Proposer’s Small Business (SB) and/or Disabled Veteran Business Enterprise (DVBE) certifications; and/or
- All subcontractors.

Payee Data Record (Std. 204)

Upon request, applicant must provide a Payee Data Record, Std. 204 form.

VIII. AGREE TO TERMS AND CONDITIONS

By submitting an application, applicant agrees to comply with all provisions of IT Consulting MSA 5167010.

Applicants are advised to read the RFP 5167010 and its addendums in their entirety here: <https://caleprocure.ca.gov/event/77601/0000004097>

To view the RFP, select the “View Event Package” button.

IX. NOTE NON-APPLICABLE RFP PROVISIONS

For the purposes of the application, RFP provisions not applicable to this process include but are not limited to:

- RFP Section V.A.5.
The timing of Secretary of State certification “Active” status prior to costs is not applicable. For the application, Secretary of State certification must be “Active” prior to MSA award.
- RFP Section VI.H.
A California Small Business (SB) preference is not applicable. However, applicants are encouraged to identify SB certification to help user agencies meet their SB participation goals at the Request for Offer (RFO) level.

- RFP Section VI.I.
RFO participation in the next higher tier based on total technical points is not applicable for this application process. Applicants will be considered for award in the tier selected, or lower.
- RFP Section VII.A. and B.
Applicants do not submit a cost proposal or negotiate costs.

X. FALSE OR MISLEADING STATEMENTS

Applications which contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the applicant, may be rejected. If, in the opinion of the State, such information was intended to mislead the State in its evaluation of the application, and the attribute, condition, or capability is a requirement of this application packet, it will be the basis for rejection of the application. The State reserves the right to prohibit applicants who have submitted false or misleading statements from submitting another application for six (6) months or more at the State's discretion.

XI. SUBMIT APPLICATION PACKET

The Application Packet must be received in the DGSITConsultingMSA@dgs.ca.gov inbox. Submit one email containing the following:

1. Attachment I – Application Cover Letter and Commitment to the Lowest Rate in Excel Format
2. Application Packet in PDF Format. (Existing MSA contractors applying for additional classifications within the same tier are not required to submit Attachments III through VI unless they are reporting a change to any of the listed items.) Application Packet includes:
 - a. Attachment II – Certification to do Business in California (as applicable)
 - b. Attachment III – Fictitious Business Name Statement (as applicable)
 - c. Attachment IV – California Civil Rights Law Certification
 - d. Attachment V – Application Declaration Form
 - e. Attachment VI – California SB/DVBE Certifications (as applicable)
3. Attachment VII -- Three (3) Customer References in Excel format

Other communication relating to the IT MSA Application sent to this mailbox will not be read.

Should an applicant submit multiple email submissions, the State, at its sole discretion will deem the last received submittal as the final application to be processed.

All applications will be processed on a first-come, first-served basis.

The email, including application should not exceed 25 Megabytes (MB). The state's mail server may automatically reject excessively large emails. The application should be of a high enough resolution to ensure readability. Viruses and malware contained in submittals may impact delivery. The State mail server may quarantine and delete infected files.

XII. SEND EMAIL TO ACCOMPANY APPLICATION

Provide the following information in the email containing the application:

<Your Company Name> - IT Consulting Services MSA Application - Message (HTML)

File Message Insert Options Format Text Review ADOBE PDF Tell me what you want to do...

Clipboard Basic Text Names Include Tags Add-ins

To... DGS IT Consulting MSA@DGS;

Cc...

Subject <Your Company Name> - IT Consulting Services MSA Application

Attached

Application Documents.pdf 58 KB

Reference 1.xlsx 21 KB

Reference 2.xlsx 21 KB

Reference 3.xlsx 21 KB

Cover Letter and Commitment to the Lowest Rate.xlsx 21 KB

As per the application instructions, attached contains all of the items identified in the Application Checklist.

Should the State require supplemental information, please contact the individual named below:

Name

Email

Phone

XIII. SUBMIT SUPPLEMENTS, IF NECESSARY

The State may contact applicants to identify areas in the application that do not meet requirements and if altered could improve the applicants' chance for approval.

APPLICANT ADMONISHMENT:

DO NOT ALTER THESE FORMS. USE THE FORMS EXACTLY AS THEY APPEAR, AND TYPE INFORMATION IN REQUIRED FIELDS. ALTERATIONS MAY DELAY APPLICATION REVIEW AND PROCESSING.

<u>Item</u>	<u>Title</u>
<input type="checkbox"/>	Attachment I – Application Cover Letter and Commitment to the Lowest Rate
<input type="checkbox"/>	Attachment II – Certification to do Business in California (as applicable)
<input type="checkbox"/>	Attachment III – Fictitious Business Name Statement (as applicable)
<input type="checkbox"/>	Attachment IV – California Civil Rights Law Certification
<input type="checkbox"/>	Attachment V – Application Declaration Form
<input type="checkbox"/>	Attachment VI – California SB/DVBE Certifications (as applicable)
<input type="checkbox"/>	Attachment VII – Three Government or Corporate References

UPON COMPLETION OF THIS CHECKLIST, SUBMIT YOUR APPLICATION PACKET CONTAINING ALL OF THE FORMS LISTED ABOVE.

ALL DOCUMENTS MUST BE TRANSMITTED IN A SINGLE EMAIL TO
DGSITCONSUTLINGMSA@DGS.CA.GOV.

ATTACHMENT I: APPLICATION COVER LETTER AND COMMITMENT TO THE LOWEST RATE

The Application Cover Letter and Commitment to the Lowest Rate is available in the Application Process Section at:

<http://www.dgs.ca.gov/pd/Programs/Leveraged/masteragreements/InformationTechnologyConsultingServices.aspx>.

DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION

APPLICATION - MSA 5167010

APPLICATION COVER LETTER

Instructions for this page: Fill-in boxes 1 – 11 below as instructed. Please do not alter this form. Except for the information entered into the fill-in boxes, this form should look exactly the same as it appears in the Application - MSA 5167010.

1. PROPOSER'S LEGAL BUSINESS NAME (If a "dba," include the full dba name, e.g. "Business dba Entity". The name below should appear exactly the same on all required submittal documents.



2. PROPOSER'S LEGAL BUSINESS ADDRESS (Include the Number, Street, City, State, Zip Code, and Country - if it is not the United States of America)



3. NAME OF THE PERSON AUTHORIZED TO SIGN and BIND the PROPOSER referenced in Box 1 above



4. TITLE of the PERSON referenced in Box 3 to the left



5. TELEPHONE NUMBER for the PERSON named in Box 3 above



6. EMAIL ADDRESS for the PERSON named in Box 3 above



7. CA Secretary of State Business Registration (select one of the following):

Entity Number:

8. Indicate your company's business status (select one of the following)

Select One

9. Is your company a certified Disabled Veteran Business Enterprise (DVBE)?

Select One

10. Identify the applicant's status by selecting one of the following:

Select One

11. Select only one (1) tier you are applying for. (Existing MSA contractors must select the tier already awarded.)

Select One

SAMPLE PAGE
(Do not submit this sample)

ATTACHMENT I: APPLICATION COVER LETTER AND COMMITMENT TO THE LOWEST RATE


The Application Cover Letter and Commitment to the Lowest Rate is available in the Application Process Section at:
<http://www.dgs.ca.gov/pd/Programs/Leveraged/masteragreements/InformationTechnologyConsultingServices.aspx>.

APPLICATION - MSA 5167010 Commitment to the Lowest Rate																										
Instructions: Complete the blue fields by accepting, declining or Proposing a Lower Rate. If you wish to propose a lower rate, you must input that rate in the "Proposed Lower Rate" field.																										
Tier 1 Applicant Name <input type="text"/>																										
	Senior Project Manager	Project Manager	Senior Technical Lead	Technical Lead	Business Systems Analyst	Senior Programmer	Programmer	Technical Writer	Information Security Specialist	Senior Enterprise Architect	Enterprise Architect	Product Manager	Technical Architect	Interaction Designer/UX Researcher	Writer/Content Designer/Content Strategist	Virtual Designer	Front End Web Developer	Back End Web Developer	DevOps Engineer	Security Engineer	Delivery Manager	Agile Coach	Business Analyst	Digital Performance Analyst	Information Data Analyst	
Lowest Awarded Hourly Rate	\$95	\$84	\$72	\$60	\$63	\$77	\$64	\$45	\$78	\$102	\$93	\$78	\$65	\$58	\$45	\$45	\$55	\$55	\$70	\$68	\$73	\$65	\$64	\$45	\$39	
Accept/Decline/Propose Lower Rate	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	Select One	

ATTACHMENT II: SECRETARY OF STATE CERTIFICATION



Alex Padilla
California Secretary of State



[Home](#) [About](#) [Business](#) [Notary & Authentications](#) [Elections](#) [Campaign & Lobbying](#) [State Archives](#) [Registries](#) [News](#) [Contact](#)   

Business Entities (BE)

Online Services

[File LLC Statement of Information](#)

[File Corporation Statement of Information](#)

[Business Search](#)

[Current Processing Dates](#)

[Disclosure Search](#)

[Service Options](#)

[Name Availability](#)

[Forms, Samples & Fees](#)

[Statements of Information \(annual/biennial reports\)](#)

[Filing Tips](#)

 Business Search - Entity Detail

The California Business Search is updated daily and reflects work processed through Wednesday, November 8, 2017. Please refer to document [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity. Not all images are available online.

CP611618 - CONNECT INCORPORATED

Registration Date:	04/23/2004
Jurisdiction:	CALIFORNIA
Entity Type:	DOMESTIC STOCK
Status:	ACTIVE
Agent for Service of Process:	KATHLEEN A. HANSEN 155 HANSEN ROAD LEE VINING CA 93541
Entity Address:	155 HANSEN ROAD LEE VINING CA 93541
Entity Mailing Address:	PO BOX 181 LEE VINING CA 93541

A Statement of Information is due EVERY year beginning five months before and through the end of April.

ATTACHMENT III: FICTITIOUS BUSINESS NAME STATEMENT

**If applicable, insert Fictitious
Business Name Statement
as Attachment III**

ATTACHMENT IV: CIVIL RIGHTS CERTIFICATION

The California Civil Rights Laws Certification is available at:

<https://www.documents.dgs.ca.gov/pd/pestatus/CALIFORNIA%20CIVIL%20RIGHTS%20LAWS%20ATTACHMENT.pdf>

ATTACHMENT V: APPLICATION DECLARATION FORM

Instructions: The purpose of this form is to identify (1) California Small Business Certifications, and (2) subcontracting information. SB preferences are not applicable.

APPLICANT'S LEGAL BUSINESS NAME			
►			
STEPS	QUESTION	APPLICANT RESPONSE	GUIDANCE AND/OR NEXT STEP
1	Are you a certified California SB or do you have a California certified Small Business (SB) application pending?	Check only one box <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Date your application was submitted to OSDS ▼</u>	If you checked "Yes" and you are a certified SB, continue to Step 2. If you checked "Yes" and your application is pending, type or print legibly the date (month/day/year) you submitted your application, then skip to Step 5. If you checked "No," skip to Step 3.
2	What is your small business designation and California SB certification number if your application was approved?	Check only one box and write-in your certification number <input type="checkbox"/> SB <input type="checkbox"/> Microbusiness <input type="checkbox"/> SB/DVBE <input type="checkbox"/> SB/NVSA <u>Calif. SB Certification No. ▼</u>	<u>Note:</u> Proof of certification must be submitted in the page titled "SB/DVBE Certification (If Applicable)." Continue to Step 5
3	Are you a non-SB subcontracting 25% of your contract to certified SBs if approved?	Check only one box <input type="checkbox"/> Yes <input type="checkbox"/> No	If you checked "Yes," you agree to subcontract at least 25% of work resulting from the MSA to SBs. Continue to Step 4. If you checked "No," continue to Step 4.
4	Are you a DVBE?	Check only one box <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Calif. DVBE Certification No. ▼</u>	If you checked "Yes," type or print legibly your California DVBE certification number. Then, continue to Step 5. If you checked "No," continue to Step 5
5	Are you subcontracting any portion of your MSA contract?	Check only one box <input type="checkbox"/> Yes <input type="checkbox"/> No	If you checked "Yes," continue to Step 6 on page 2 of this form. If you checked "No," skip Step 6 and read the <u>CERTIFICATION</u> at the end of page 2 of this form. Note: If Applicant marked "No," but determines after award that it will be providing subcontractor(s), it will be required to submit a revised Applicant Declaration.

ATTACHMENT V: APPLICATION DECLARATION FORM

STEP 6 Instructions: Complete each column by typing or printing all information legibly for each subcontractor. If additional rows are needed, submit another page 2 of this form – please do **not** add more rows.

APPLICANT'S LEGAL BUSINESS NAME (If a "dba," include the full dba name, e.g. Business dba Entity. The name below should appear exactly the same on all required submittal documents.)



Column A Enter Subcontractor's Legal Business Name, Contact Person, Contact's Phone Number & Contact's Email Address	Column B Enter Subcontractor's Legal Business Address (Address, State, Zip, Country I-if not U.S.A.)	Column C Enter Subcontractor California Certification (SB, MB, SB/NSVA, SB/DVBE, DVBE or None)	Column D Enter Classification(s) Subcontractor Will Provide for the Master Service Agreement	Column E* Enter Estimated % of the IT Consulting Services to be Provided by Subcontractor	Column F* Is Subcontractor in Good Standing?

***Column E:** Enter estimated percentage (%) of the IT consulting services to be provided by each subcontractor. Do **not** enter a dollar amount.

***Column F:** Enter either a "Yes" or "No" to indicate that the Applicant (prime contractor) has verified that each subcontractor is in good standing for all of the following:

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company (subcontractor) is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, NVSA, and/or DVBE status
- Is not listed on OSDC website as ineligible to transact business with the State
- Is not listed as being in violation of Iranian Contracting Act (PCC 2200-2208) , Air or Water Pollution (GC 4477, WC 13301), Fair Employment and Housing Commission Regulations (GC 12990), or tax laws (RTC 2063 & 19195, PCC 10295.4)

CERTIFICATION: Please note that by signing the Cover Letter, the Applicant certifies the information contained in the Applicant Declaration is accurate and binding upon the Applicant.

ATTACHMENT VI - CALIFORNIA SB/DVBE CERTIFICATIONS (AS APPLICABLE)



LPA INC. - #55050

SAMPLE PAGE

SUPPLIER PROFILE	
Legal Business Name	LPA INC.
Doing Business As	LPA INC.
Address	123 MAIN STREET, WEST SACRAMENTO 95606
	Phone (916) 123-4567
	FAX
Email	johndoe@lpa.com
Web Page	
Business Types	Service
Service Areas	Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Yuba, Yolo, Yuba, Yuba
Keywords	Programmer, Information Systems
Classifications	801116 - Temporary personnel services

(Do not submit this sample)

If applicable, insert SB

Certification as

Attachment VI

Active Certifications

TYPE	STATUS	FROM	TO
SB	Approved	Jul 30, 2013	Jul 31, 2014

ATTACHMENT VII – GOVERNMENT OR CORPORATE REFERENCE

The Government or Corporate Reference Form is available in the Application Process Section at:
<http://www.dgs.ca.gov/pd/Programs/Leveraged/masteragreements/InformationTechnologyConsultingServices.aspx>.

ARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION				APPLICATION - MSA 5167010	
GOVERNMENT OR CORPORATE REFERENCE					
Applicant completes this page only. Please do not alter this form. Except for the information entered into the fill-in boxes, this form should look exactly the same as it appears in the Application. Applicant must submit a total of three (3) references.					
PART 1 – APPLICANT INFORMATION. Complete boxes 1 – 6 as instructed. Important: Applicant should carefully review and ensure that its references meet the requirements identified in Application - MSA 5167010.					
1. APPLICANT'S LEGAL BUSINESS NAME (If a "dba," include the full dba name, e.g. "Business dba Entity". The name below should appear exactly the same on all required submittal documents.)					
2. PROJECT/CONTRACT NUMBER (Provide only one (1) project or contract number.)					
3. BRIEF DESCRIPTION of the SERVICES REQUIRED by the Project or Contract identified in Box 2 above					
4. START & END DATES of the Project or Contract identified in Box 2 above (Enter dates as Month/Year, e.g., 12/2012 for only one (1) project or contract number.)					
<div style="display: flex; justify-content: space-between;"> Select Month Select Year through Select Month Select Year </div>					
5. WAS THE PROJECT OR CONTRACT IDENTIFIED IN BOX 2 ABOVE COMPLETED?					
<div style="text-align: right;">Select One</div>					
6. TOTAL CONTRACT DOLLAR VALUE PAID TO DATE of the Project/Contract identified in Box 2 above. (Provide only contract dollar value including amendments, for only one (1) Project/Contract. If the Project/Contract is not completed, as identified in Box 5 above, enter only the dollar value for work paid to date.) If proposer is a subcontractor on the Project/Contract listed above, you may enter only the contract dollar value for work paid to date to your firm.					
PART 2 – GOVERNMENT OR CORPORATE REFERENCE INFORMATION. Fill-in boxes 7 – 12 as instructed.					
7. LEGAL BUSINESS NAME of the GOVERNMENT OR CORPORATION providing the reference (If the reference is a "dba," include the full dba name, e.g. "Business dba Entity".)					
8. GOVERNMENT OR CORPORATE REFERENCE ADDRESS (Include the Number, Street, City, State, Zip Code, and Country – if it is not the United States of America)					
9. NAME of the PERSON AUTHORIZED to provide a reference on behalf of the GOVERNMENT OR CORPORATE REFERENCE identified in Box 7 above			10. TITLE of the PERSON named in Box 9 to the left		
11. TELEPHONE NUMBER for the PERSON named in Box 9 above			12. EMAIL ADDRESS for the PERSON named in Box 9 above		

ATTACHMENT VII – GOVERNMENT OR CORPORATE REFERENCE

DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION

APPLICATION - MSA 5167010

GOVERNMENT OR CORPORATE REFERENCE

PART 3 – REFERENCE COMPLETES THIS PAGE ONLY. The individual must be currently employed by the organizational entity referenced and be in a position of authority over the project or contract identified on Page 1 of this form. Important: The reference should review the Scope of Work (SOW) posted at <http://www.dgs.ca.gov/pd/Programs/Leveraged/mastersagreements/InformationTechnologyConsultingServices.aspx>.
 RESPONSES PROVIDED ON THIS PAGE CANNOT BE CHANGED OR NEGOTIATED

APPLICANT'S LEGAL BUSINESS NAME

-

ITEM	QUESTION	RESPONSE																												
1	Do you have any direct or indirect investments, real property, or interest in the Applicant submitting an Application - MSA 5167010 for the IT Consulting Services MSA?																													
2	Do you certify that the project/contract information provided by the Applicant on Page 1 of this form is correct?																													
3	Was the Applicant the prime contractor for your project/contract? A prime contractor is the individual or business whose signature is on the contract and is responsible for the performance of the contract.																													
4	Was the work performed for a California public agency?																													
5	Would you hire the Applicant again to provide IT consulting services similar in value to the project/contract value identified on Page 1 of this form?																													
6	<p>Did Applicant provide one or more of the following classifications with the same or similar scope and complexity or degree as the SOW posted at the link above? Please check all that apply:</p> <table border="0"> <tr> <td><input type="checkbox"/> Senior Project Manager</td> <td><input type="checkbox"/> Senior Programmer</td> <td><input type="checkbox"/> Senior Technical Lead</td> <td><input type="checkbox"/> Business Solutions Analyst</td> </tr> <tr> <td><input type="checkbox"/> Project Manager</td> <td><input type="checkbox"/> Programmer</td> <td><input type="checkbox"/> Technical Lead</td> <td><input type="checkbox"/> Technical Writer</td> </tr> <tr> <td><input type="checkbox"/> Technical Architect</td> <td><input type="checkbox"/> Architect</td> <td><input type="checkbox"/> Systems Designer</td> <td><input type="checkbox"/> Delivery Manager</td> </tr> <tr> <td><input type="checkbox"/> Virtual Designer</td> <td><input type="checkbox"/> Business Analyst</td> <td><input type="checkbox"/> Security Engineer</td> <td><input type="checkbox"/> Back End Web Developer</td> </tr> <tr> <td><input type="checkbox"/> Front End Web Developer</td> <td><input type="checkbox"/> Writer/Content Designer/Content Strategist</td> <td></td> <td><input type="checkbox"/> Product Manager</td> </tr> <tr> <td><input type="checkbox"/> Digital Performance Analyst</td> <td><input type="checkbox"/> Interaction Designer/User Researcher/Usability Tester</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Senior Enterprise Architect</td> <td><input type="checkbox"/> Enterprise Architect</td> <td><input type="checkbox"/> Information Security Specialist</td> <td><input type="checkbox"/> Information Data Analyst</td> </tr> </table>	<input type="checkbox"/> Senior Project Manager	<input type="checkbox"/> Senior Programmer	<input type="checkbox"/> Senior Technical Lead	<input type="checkbox"/> Business Solutions Analyst	<input type="checkbox"/> Project Manager	<input type="checkbox"/> Programmer	<input type="checkbox"/> Technical Lead	<input type="checkbox"/> Technical Writer	<input type="checkbox"/> Technical Architect	<input type="checkbox"/> Architect	<input type="checkbox"/> Systems Designer	<input type="checkbox"/> Delivery Manager	<input type="checkbox"/> Virtual Designer	<input type="checkbox"/> Business Analyst	<input type="checkbox"/> Security Engineer	<input type="checkbox"/> Back End Web Developer	<input type="checkbox"/> Front End Web Developer	<input type="checkbox"/> Writer/Content Designer/Content Strategist		<input type="checkbox"/> Product Manager	<input type="checkbox"/> Digital Performance Analyst	<input type="checkbox"/> Interaction Designer/User Researcher/Usability Tester			<input type="checkbox"/> Senior Enterprise Architect	<input type="checkbox"/> Enterprise Architect	<input type="checkbox"/> Information Security Specialist	<input type="checkbox"/> Information Data Analyst	
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<input type="checkbox"/> Senior Enterprise Architect	<input type="checkbox"/> Enterprise Architect	<input type="checkbox"/> Information Security Specialist	<input type="checkbox"/> Information Data Analyst																											
Total Number of Classifications		0																												

Instructions for Items 7-13: Please use the following rating criteria to rate each question:

Not Satisfied. Did not meet obligations or perform contractually — below standard performance.

Satisfied. Performed contractually, met obligations and completed work — average performance.

Very Satisfied. Performed contractually and went beyond meeting obligations by providing excellent services — above average performance.

ITEM	QUESTION	RESPONSE
7	Technical competence of the Applicant's staff, in #6 above, in applying best of class IT principles, methods, techniques and tools to perform contracted services.	
8	Effectiveness of the Applicant's staff in applying their understanding of your organization's cultural, operational and technological systems to perform contracted services.	
9	Interpersonal, oral & written communication skills of the Applicant's staff when interacting with all staff levels including support, administrative, program, technical & executive management.	
10	Analytical skills of the Applicant's staff to plan, assess, recommend & execute a course of action.	
11	Quality and timeliness of the work products prepared by Applicant's staff.	
12	Flexibility of Applicant's staff in responding to unusual or unanticipated situations & urgent requests.	
13	Overall success of the contract.	